



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

CA

OCT 06 1999

MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM
DIRECTOR, JOINT TOTAL ASSET VISIBILITY
DIRECTOR, JOINT ELECTRONIC COMMERCE
PROGRAM OFFICE

SUBJECT: DLA Policy for the Printing of Business Cards

The DoD policy permitting the printing of business cards has been modified with a July 15, 1999 memorandum, subject: Printing of Business Cards (see reverse).

The printing of business cards on Government-owned personal computers, "using existing software and agency-purchased card stock, for use in connection with official activities" has been permitted since August 1998. The card stock may be purchased using appropriated or working capital funds.

The July memorandum modifies earlier policy to permit an alternative--the purchase of cards from The Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency, "*when addressees determine that costs are equivalent or less to purchase cards than to produce them on a personal computer.*" Only these two alternatives are permitted under current policy (printing at one's workstation or purchase from The Lighthouse for the Blind, Inc.) and only when business cards are required in performance of official functions. Purchase of cards from private industry (at Government expense) is not permitted.

Effective immediately, the authorization for purchasing DLA-funded business cards from The Lighthouse for the Blind, Inc., is delegated to officials at the rank of General Officer/Flag and to civilian members of the Senior Executive Service.

Please ensure wide dissemination of this memorandum. If you have any questions concerning this policy, please contact Ron Sullivan, CAIS, on (703) 767-5307.

RAYMOND A. ARCHER III
Rear Admiral, SC, USN
Deputy Director

